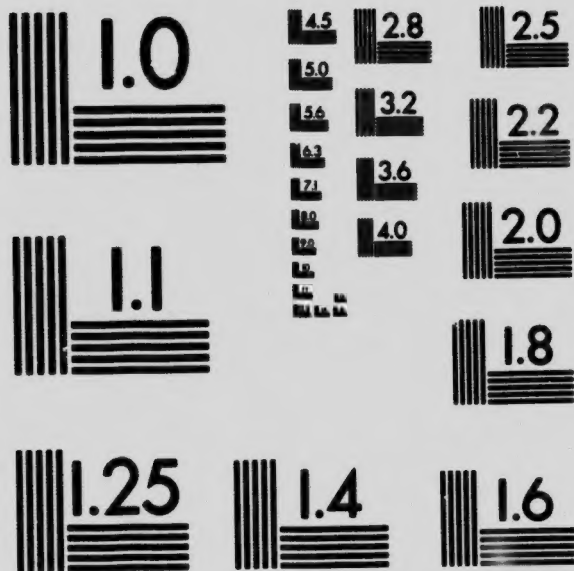




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"CANADA FOR OUR WORKERS"

Canadian Federation of Labor

GENERAL CONSTITUTION
AND
BY-LAWS FOR LOCAL UNIONS

REVISED AT
Toronto Convention, September 7th, 1918



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REVISED AT
Toronto Convention, September 7th. 1918

THE UNIVERSITY OF CHICAGO

Department of Chemistry

Office of the Dean

1917

TO THE HONORABLE SENATE

OF THE UNIVERSITY OF CHICAGO

IN RESPONSE TO A RESOLUTION

PASSED MAY 1, 1917

1917

CHICAGO, ILL.

PRINTED BY THE UNIVERSITY OF CHICAGO PRESS

GENERAL CONSTITUTION AND BY-LAWS

of the

Canadian Federation of Labor

PREAMBLE.

In studying the history of the present time, Canadian workers cannot fail to be impressed with the imperative necessity of protection, both in their relationship to Capital in the hands of the organized employing class, and in the autocratic domination of Trades Unionism and its policy exercised by the present system of Internationalism.

What position are we as Canadian workers, to occupy in our relationship to the economic conditions arising in our country? Are we to continue to have a policy, a system, and a leadership made to deal with conditions which may be applicable to our fellow-workers of the United States? Are we to awake to the circumstances which now confront us as a great and growing nation, not yet entirely submissive to the thralldom of capitalistic power? Do we fully realize the necessity of concentrating all our energies, and uniting all our forces, to the end that the workers of Canada may be spared the economic iniquities and industrial strife so characteristic of other countries, and which the trades union movement of those countries failed to deal with in time to be effective?

By the forming of the Canadian Federation of Labor, we hereby declare that we fully realize the necessity of Canadian workers organizing into Canadian National Unions, for the protection and promotion of their best interests, and this Federation stands pledged to use every honorable effort in organizing Canadian labor along these lines to the end that we may influence the various branches of government in support of such legislation as may be beneficial, and in securing the defeat of all laws opposed to the best interest of the industrial masses.

We therefore declare it to be the duty of every Canadian workman to use his greatest endeavors to secure the best possible conditions for the laboring classes generally, and we believe that to accomplish this a Canadian Federation of Labor should form an alliance to protect any individual branch of labor that may be oppressed.

We declare it to be in the best interests of Canadian labor to organize along national lines and thus foster the spirit of our Canadian nationality, and to better enable us to secure the proper enforcement of all existing labor laws that are beneficial to workmen, and secure the passage of new laws in the interest of our class.

ARTICLE I.

Name and Object.

Sec. 1.—This organization shall be known as The Canadian Federation of Labor. It shall

consist of all bona fide Trade and Labor Unions that are affiliated for the purpose of advancing their own interest-and that of all Canadian workers.

Sec. 2.—Its purpose shall be to organize the working classes of Canada into Canadian Federated Trades Unions. Unions, when organized, to be grouped in accordance with the particular branch of industry to which it belongs, for example, the Printing Trades, embracing all branches of the trade or of allied industries; the Wood-working industries to be in another group; the Leather industry another, and so on.

Sec. 3.—When three or more Unions are formed in any group, there shall be elected from their number by a referendum vote, an officer, who shall be the Executive Secretary of that group. His duties shall be defined by the General Executive Board from time to time, and he shall be ex-officio a member of the General Executive Board.

Sec. 4.—Should any group, having a membership of 300, wish to form themselves into a Canadian trades organization and issue charters to locals of their allied crafts, can surrender their Federated Local Charter and take out an Affiliated Charter from the Canadian Federation of Labor, paying the required per capita tax which applies to affiliated bodies.

Sec. 5.—All Unions under the Federation shall hold a charter direct from it. Unions holding Federation Charters may be affiliated

with the Trades and Labor Council of their own district, and Unions affiliated with the Trades and Labor Council of their district should also be affiliated with the Canadian Federation of Labor.

Sec. 5A.—That any officer of the Canadian Federation of Labor who, for any reason, is not giving satisfaction, shall receive thirty days notice of dismissal, or thirty days pay in lieu of same. The notice shall be given by the Executive Committee. A successor shall be appointed by the Executive Committee for the balance of the term. Any officer so deposed shall not be eligible for election until the next succeeding convention.

ARTICLE II.

Charters.

1. The following charters may be issued by this Federation:

(a) Federation Local Union Charters to seven or more workmen of any trade or allied trades or other wage-earners.

(b) Provincial or District Trades and Labor Council Charters to three or more local unions of the Federation or affiliated therewith.

(c) Affiliated Charters to organizations of any one trade issuing their own Charters and having not less than three locals.

(d) Women's Auxiliary Charters to seven or more female relatives of members of other unions chartered by the Federation.

2. The Federation reserves the right to itself or its General Executive Board to sus-

pend or reclaim any charter so issued, and to annul the right and privilege therein conferred, for any neglect or refusal to perform the duties required by the laws of the organization, as adopted and promulgated by the Convention or by any officers acting under invested authority.

3. The fee shall be \$10.00 for all Charters, other than Women's Auxiliary Charters, which shall include the supplies herein mentioned. Women's Auxiliary Charters, without supplies, will be issued free, when recommended by the organization holding a charter from this Federation to which it is to become an auxiliary.

ARTICLE III.

Meetings.

Sec. 1.—The Federation shall meet annually at such time and place as agreed upon at each Convention. Provided, however, that by a majority vote the time and place can be left to the General Executive Board to fix.

Sec. 2.—It shall be in the power of the Federation at any Convention to decide by majority vote not to meet for two years.

Sec. 3.—Canadian Federation Local Unions shall be represented at said Conventions by accredited delegates in the ratio of one delegate for fifty members or under, and one for each additional fifty members or majority fraction thereof. Canadian Trades and Labor Councils, three delegates. Affiliated Unions shall be entitled to send one delegate for five

hundred members or under, and one for each additional five hundred or majority fraction thereof. Locals of said affiliated unions can have direct additional representation of one delegate for every fifty members or majority fraction thereof. All representation subject to payment of per capita tax as provided for in Article IV.

ARTICLE IV.

Revenue.

Sec. 1.—The revenue of the Canadian Federation of Labor shall consist of a per capita tax of ten cents per month from each member in good standing in all Local Unions chartered by the Federation.

Sec. 2.—Affiliated organizations carrying on their own organization work shall pay as heretofore, viz., five cents per capita paid by their General Executive on their total membership in good standing; and Locals of said affiliated organizations can have direct representation by paying an additional five per cent. per capita. Provided, however, that any Affiliated organization can pay ten cents per capita on their total membership and receive assistance in the direct organization work of the Federation three months after they have come under the increased per capita tax.

Sec. 3.—Women's Auxiliary locals shall not be required to pay a per capita tax to the Federation, they being organized for benevolent and social purposes, and to advocate the use of the union label.

ARTICLE V.

Officers.

Sec. 1.—The Officers of the Federation shall consist of a President, Vice-President, and Secretary-Treasurer.

Sec. 2.—The General Executive Board shall consist of five members, President, Vice-President, Secretary-Treasurer, and two members to be elected by the Convention. The Executive Board thus constituted shall have power to appoint a Vice-President from Provinces whose locals or other affiliated bodies are members of the Canadian Federation of Labor, but who have failed to send representatives to the Convention.

Sec. 3.—The General Executive Board shall hold at least two sessions during the year to deal with any business referred to them by the Convention, by local unions or in any other way. At such meetings the President shall preside and the Secretary-Treasurer shall be Secretary of the Board.

Sec. 4.—The General Executive Board shall have power to appoint from time to time, one or more organizers, in various districts, and to define their duties, and pay. While so engaged, such organizers will be known as officers of the Federation and shall be subject to the General Executive Board. They shall be required to present a monthly report of the work undertaken by them, which shall include an itemized account of their expenditure.

Sec. 5.—The Convention at its annual session shall elect the officers for the current year.

Any delegate attending Convention is eligible for election to any office in the Federation.

Sec. 6.—The President and Secretary-Treasurer shall be ipso facto delegates to the Convention of the Canadian Federation of Labor, with all the powers of a delegate, and be paid their legitimate expenses attending same, account to be presented to the Auditing Committee not later than the opening of the last session of the Convention.

Sec. 7.—With each remittance for per capita the subordinate Secretaries shall submit and vouch for a statement of the membership of his organization at the date such per capita was due.

Sec. 8.—The Secretary-Treasurer shall submit to the annual Convention a statement of the membership as at August 31st previous, showing increase of membership, decrease if any, charters issued and lapsed, together with a detailed statement of the expenditure and the receipts from each organization subordinate to or affiliated with the Canadian Federation of Labor.

Sec. 9.—The Secretary-Treasurer shall submit to the Vice-Presidents a statement of the affairs of the Canadian Federation of Labor semi-annually, and by them be transmitted to local unions.

Sec. 10.—The election shall be by ballot, a majority vote of delegates present being necessary to elect. When a majority is not obtained, the lowest candidate drops out, until a choice is made.

Sec. 11.—The President shall appoint three delegates to act as scrutineers of election.

ARTICLE VI.

Duties of Officers.

Sec. 1.—The President shall preside at all meetings of the Federation, and shall perform such other duties as are usually within the province of a presiding officer of a deliberative body.

Sec. 2.—The Vice-President shall perform the duties of the President in case of the absence or resignation of that officer.

Sec. 3.—The Secretary-Treasurer shall keep a correct account of the proceedings of the Federation, and shall, at the close of each session, prepare and have printed a report, which shall contain a record of the business transacted. He shall receive all money payable to the Federation, giving his receipt for the same, and shall expend it in payment of the just debts of the Federation; shall issue to all labor organizations in the Dominion, so far as he may be able, circulars notifying them of the sessions of the Federation, together with blank forms of credentials, at least eight weeks prior to the date on which it is to meet, and shall arrange for reduced railway fares for delegates, and forward to all whose election he may have notification, the certificates which will enable them to obtain the same. He shall give bonds for such sum as may be named by the Executive Board.

Sec. 4.—The Executive Board shall act for the Federation during the interval between its sessions, and shall carry out the instructions of the Convention. It shall also perform such other duties as may arise during the interval between annual meetings of the Convention. It shall hear all cases such as charges preferred against any officer or others, and shall decide these on the evidence submitted by both parties. It shall decide on all appeals from organizations affiliated. It shall have power to enforce the rules and by-laws of the Constitution, to revoke or suspend charters when said rules and by-laws of the Constitution are violated by any local union or body affiliated with the Federation. The Board shall watch the Provincial Legislatures and Dominion Parliament as to all measures or matters before those bodies which may specially affect the interest of labor and shall as far as possible endeavor to further the legislation decided on by the Federation at each Convention, or such other legislation as shall by them be deemed advisable. They may appoint one or more of their members to attend the Provincial Legislature or Dominion Parliament to press for legislation in the interest of wage-earners, or act in conjunction with delegates of any other organization to that end.

Sec. 5.—Any officer, organizer, or member of the Canadian Federation of Labor, acting in an official position, failing to conduct himself in a manner becoming to the dignity and prestige of his office, may be suspended on notice

by the President, but he may have the right to appeal to the General Executive Board.

Sec. 6.—At each session of the Federation the President shall appoint a Credential Committee of three members, and the Convention shall elect the other Committees: On Resolutions, on President's Address and Officers' Reports, on Ways and Means, on Constitution and Laws, and on Audit. Their duties shall be as follows:

Credential Committee.—The Committee shall receive from the Secretary-Treasurer all credentials of delegates, carefully scrutinize the same and report to the Convention.

Committee on Resolutions.—To this Committee shall be handed all resolutions read at the various sessions of the Federation for consideration, they to recommend the adoption, amendment, or non-concurrence to the Convention. Should any resolution be reported adversely on by the Committee the delegate who moved said resolution shall have the right to re-introduce it to the Federation, provided a majority of the delegates present are favorable.

Committee on President's Address and Officers' Reports.—This Committee shall consider carefully the President's address and reports of the Secretary-Treasurer and General Executive, and submit a report containing whatever recommendation they deem necessary for the Federation to adopt.

Committee on Ways and Means.—This Committee shall consider the financial standing of the Federation and recommend the per capita

tax for the following year, and also any extraordinary expenditure not provided for in Constitution.

The Committee on Constitution and Laws shall receive all suggested amendments and report on same.

Committee on Audit.—This Committee shall carefully audit the books and vouchers of the Secretary-Treasurer and report to Convention.

Other committees can be appointed by the Convention when desired.

ARTICLE VII.

Salaried Officers.

The President and Secretary-Treasurer shall be paid the honorarium allowed them by the Convention.

ARTICLE VIII.

Obligation.

Before being admitted into a Local Union of the Canadian Federation of Labor, the candidates will subscribe to an obligation which will bind them to secrecy and faithfulness to the General Constitution and By-laws.

"I (give name) hereby solemnly and sincerely affirm, that I will not reveal any business or proceedings of any meeting of this Union, or any subordinate Union to which I may hereafter be attached, unless by order of the Union, except to those whom I know to be members thereof; that I will, to the best of my ability, abide by the Constitution, By-laws, and the adopted scale of prices of any Union to which I may belong; I also

promise to bear true allegiance to the (name of Union), and never consent to subordinate its interests to those of any other organization of (name of trade), etc., having its existence within Canada; that I am not a member of any other Union working in opposition to the (name of Union); that I will not wrong a member, or see him or her wronged, if in my power to prevent. To all of which I pledge my most sacred honour."

ARTICLE IX.

Sec. 1.—This Constitution or any of its clauses may be amended at any regular meeting of the Federation, on a majority vote of delegates present, one day's notice, in writing, being given of such proposed amendment.

ORDER OF BUSINESS.

1. Opening of Convention.
2. Appointment of Credential Committee.
3. Report of Credential Committee.
4. Election of Standing Committees.
5. President's Address.
6. Report of Secretary-Treasurer.
Committees.
7. Report of Executive Board and Special
8. Presentation of Resolutions.
9. Reports of Standing Committees.
10. Election and Installation of Officers.
11. New or unfinished Business.
12. Adjournment.

BY-LAWS
For Local Unions Under the Jurisdiction
of the
Canadian Federation of Labor

MEMBERSHIP

Sec. 1.—A Canadian Federation Union shall consist of not less than seven members, who may apply to the Secretary-Treasurer of the Federation for a Charter and supplies, accompanied by the fee of \$10.00, with their names and addresses.

OFFICERS.

Sec. 2.—The officers of a Canadian Federation Union shall consist of a President, Vice-President, Recording-Secretary, Secretary-Treasurer, Conductor, Warden and three Trustees. The Conductor and Warden shall be appointed by the Chair. All officers shall serve for a period of one year. They shall hold office as hereinafter provided. The elective officers are hereby constituted the Executive Board.

DUTIES OF OFFICERS.

President.

Sec. 3.—The President shall preside at all regular and special meetings of the Union, sign all orders of the Secretary-Treasurer,

authorized by the Union, call special meetings if requested by five members in good standing, appoint all Committees not otherwise provided for, and perform such other duties as may of right pertain to his office. And it shall be his duty to see that all other officers perform their duties strictly in accordance with By-Laws and Constitution. He shall make a quarterly password for the Union.

Vice-President.

Sec. 4.—The Vice-President shall assist in keeping order, and in the absence of the President, preside over the meetings of the Union. He shall assist the Warden and see that no one enters the meeting without the password. He shall give the password to the members only when requested to do so by the President or Secretary-Treasurer.

Recording Secretary.

Sec. 5.—The Recording-Secretary shall keep a correct, full and impartial account of the proceedings of each meeting of the Union, see that all applications for membership are properly filled out, notify candidates of the election by the Union, have charge of the seal, and perform such other duties as the Union or Constitution may direct. He shall work in harmony with the Secretary-Treasurer.

Secretary-Treasurer.

Sec. 6.—The Secretary-Treasurer shall receive and give receipt for all moneys due the Union, and deposit the same in such bank as

the Union may direct, in the name of the Union, excepting such amount as may be required for contingent expenses. Pay all bills sanctioned by the Union upon presentation of an order signed by the President and Recording-Secretary, and stamped with the seal of the Union. He shall keep a correct account between the Union and its members, and between the Local and the Federation.

Sec. 7.—He shall forward the per capita tax to the General Secretary-Treasurer monthly, on each member in good standing. He shall also send the number of members admitted, suspended or expelled during the preceding month.

The per capita tax shall be held as a standing appropriation and shall require no motion of the Union to pay the same.

He shall also make a financial report of the Union on the first meeting night of each quarter.

It shall be the duty of the Secretary-Treasurer to keep on file all receipts for money sent to headquarters during the year.

Sec. 8.—He shall submit to the Trustees his books and vouchers whenever required, and file a bond with them for such sum as the Union may direct as security for the funds and property of the Union, also for the faithful performance of his duties. He shall work in harmony with the Recording Secretary, and perform such other duties as the Union or Constitution may direct.

Conductor.

Sec. 9.—The Conductor shall examine all present on the night of the meeting, and report to the Chair all without the password. Conduct candidates through the initiation ceremony; see that none but those in good standing remain in the room, and perform such other duties as the Union may direct.

Sec. 10.—The Warden shall take charge of the door and prevent any but members in good standing from entering the meeting.

Trustees.

Sec. 11.—The Trustees shall have general supervision over the property of the Union, subject to such instructions as they may from time to time receive. They shall audit the books of the officers at the end of each fiscal quarter and report to the Union; see that the Secretary-Treasurer deposits all moneys belonging to the Union over and above what is required for contingent expenses in such bank as the Union may designate.

Business Agent.

Sec. 12.—Whenever a Local Union may deem it necessary, a business agent may be elected; he shall hold office for no definite length of time, but may be dismissed at any time by a majority vote of the Union. He shall receive such compensation for his labors as the Union may from time to time determine. He shall attend all meetings of the Union. He shall report in full at such meetings of the

Union, and receive instruction of all business transactions requiring attention. He shall see that all members are in possession of a working card for the current month, and make out all applications for those not initiated. He shall attend to all controversies between the Union and their employer and engage all legitimate means to adjust a settlement as soon as possible. He shall see that all members live up to the Constitution and that any contracts between the Union and their employers are carried out as minutely as possible; report violations, if any, at each meeting of the Union, and perform such other duties as the Union may direct.

ELECTION OF OFFICERS.

Sec. 13.—The election of officers shall take place at the first regular meeting in January. Candidates for office shall be nominated by a member in open meeting. The election shall be by ballot, and a majority of the votes shall be necessary to elect. If only one candidate is nominated, the presiding officer shall cast a ballot for him and declare him elected by acclamation.

Sec. 14.—The President shall appoint two Judges of Election to distribute the ballot papers and collect and count the same and report to the presiding officer, who shall announce the result.

Sec. 15.—Officers of a newly formed Union shall hold office until the first meeting in January.

FILLING VACANCIES.

Sec. 16.—Should any officer fail to answer the roll call for three consecutive meetings without having a good excuse for his absence, his office shall be declared vacant and the same shall be filled at the following meeting.

Sec. 17.—During the temporary absence of any officer, the President shall appoint a member to fill the vacancy pro tem.

INSTALLATION OF OFFICERS.

Sec. 18.—Immediately after the election of the officers, they shall form a semi-circle before the presiding officer and make the following declaration:

“I do promise to fill the office to which I have been elected to the best of my ability and in accordance with the laws of the Union.”

COMMITTEES.

Sec. 19.—All Committees shall perform the duties assigned them within the time specified and report the result back to the Union.

Sec. 20.—No member shall be excused from Committee work unless two-thirds of those present at the meeting agree thereto; but no member shall be obliged to serve on more than two Committees at one time.

HONORABLE WITHDRAWAL CARDS.

Sec. 21.—If a member becomes an employer the Union under whose jurisdiction he is shall give him a Withdrawal Card. He shall not be entitled to visit meetings nor have a voice or

vote in the affairs of the Union, and the Union may at any time cancel a Withdrawal Card by a majority vote.

Sec. 22.—Any person who desires to become a member of the Union must fill out the regular application blank and sign his name to it and have the same certified to by a member in good standing as voucher for the applicant's fitness to become a member, and after being passed upon shall be filed by the Recording Secretary for future reference.

Sec. 23.—The application of the candidate must be presented with the full initiation fee.

Sec. 24.—A person who has been expelled, suspended or rejected in any Canadian Local Union shall not be eligible to membership in any other Canadian Union, except by consent of the Union of which he has been a member or from which he was rejected.

Sec. 25.—Members taking Transfer Cards and locating in organized districts shall deposit their cards without delay and abide by the working rules of the Union nearest to where they are at work.

DUES, INITIATION FEE, Etc.

Sec. 26.—A Local Union may charge such sum for initiation fee as may from time to time be decided upon, but in no case shall the initiation fee be less than fifty cents, and the regular dues of each member shall not be less than twenty-five cents per month. No dues shall be charged for the month in which the candidate was initiated.

Sec. 27.—All members who are in arrears for dues for the space of three months shall stand suspended until all dues and assessments charged against them are paid.

TRIALS.

Sec. 28.—Any officer found guilty upon trial shall be removed by a majority vote of the members present at a general meeting.

Sec. 29.—Every member of this Union shall be entitled to a fair and impartial trial for all offenses involving reprimand, fines, suspension or expulsion, except for non-payment of fines, dues or assessments; this non-compliance shall sever his connection from the Union without trial.

Sec. 30.—No member shall be placed on trial unless charges are preferred, duly specifying the grievances and submitted to the Union in writing and signed by members making the charges, and the Recording Secretary shall give the accused a copy of the charge at least six days prior to trial, to enable him to prepare his defence. Should the accused refuse to appear for trial before the Executive Board, he may be fined, suspended or expelled, as a two-thirds majority may decide; but he may appeal to the General Executive Board of the Federation, whose decision shall be final.

Sec. 31.—The funds and property of a Local Union cannot be divided in any manner among the members individually, but shall remain the

funds and property of the Union for all legitimate purpose while seven members remain therein.

Sec. 32.—Each Union may make such alterations or additions to these By-laws as it may deem advisable, provided they do not conflict with the C. F. of L. Constitution. The same must be submitted to the General Executive Board for their approval.

RULES OF ORDER.

1. The President while presiding shall state every question coming before the Union before suffering debate thereon, and immediately before putting it to a vote shall ask: "Is the Union ready for the question?" Should no member rise to speak and the Union indicate their readiness, he shall rise to put the question. After he has risen, no member shall be permitted to speak upon it.

2. When the decision of the President is appealed from, he shall state his decision and the reasons therefor, from the chair. The party appealing shall then briefly state the reasons for the appeal, after which, without further debate, the question shall be put thus: "Shall the decision of the chair stand as the judgment of the Union?"

3. Every member while speaking, shall adhere to the question under debate, avoid all personality and indecorous language, as well as any reflection on the Union or any member thereof.

4. Any member while speaking, being called to order by another, at the request of the chair, shall cease speaking and be seated until the question of order is determined.

5. No member shall speak more than once on the same question until all the members wishing to speak shall have had an opportunity so to do, nor more than twice without the permission of the chair, nor more than ten minutes at one time.

6. All resolutions and motions, other than the first six in Rule 8, to accept or adopt the report of a Committee, shall be reduced to writing before the President shall state the same to the Union.

7. Any member may call for the division of a question when the sense will admit it.

8. The following motions shall have precedence in the order herein arranged: 1st, to adjourn; 2nd, to close debate; 3rd, to take the previous question; 4th, to lie on the table; 5th, to postpone indefinitely; 6th, to postpone to the definite time; 7th, to refer; 8th, to amend. The first four shall be decided without debate.

9. The motion to close debate may be made by two members, and shall be put in this form: "Shall the debate now close?" And if adopted the President shall proceed to take the question on the resolutions and amendments thereto according to priority without further debate.

10. The call for the previous question may be made by six members, and shall be put in this form: "Shall the main question now be put?" If adopted the effect shall be to take the question on the original resolution to the

exclusion of all debate, and all amendments which have not been adopted.

11. All votes other than amendments to the Constitution, By-Laws or Rules or Order, may be reconsidered at the same or next succeeding regular meeting, upon a motion made and seconded by two members who voted in the majority, provided the Union agrees thereto; but after a motion to reconsider has once been lost, it shall not be renewed.

12. Every member present shall vote on all questions before the Union, unless personally interested. A motion to excuse a member from voting shall be put without debate.

13. No member shall enter or leave the Union during the reading of the minutes, admission of new members, installation of officers, or the taking of a question by yeas and nays; and no member shall be allowed to leave the Union without the permission of the presiding officer, under a penalty of twenty-five cents fine.

14. When a motion has been declared carried or lost by acclamation, any member, before the Union proceeds to other business, may call for a count, but the yeas and nays cannot be called unless demanded before the President rises to put the question.

15. The yeas and nays may be called for by two members, and upon the assent of one-third of the members present shall be so taken.

16. A motion to adjourn having been put and lost shall not be in order again, provided there is further business before the Union, until fifteen minutes have elapsed.

17. No subject of a partizan or religious nature shall at any time be admitted, under a penalty of 50c. fine.

18. All business done in this Union shall be strictly secret to all outside the Union.

19. All rules and other proceedings in debate not herein provided for, to be guided by Cushing's Manual.

ORDER OF BUSINESS.

1. Opening.
 2. Roll Call of Officers.
 3. Reading of Minute..
 4. Communications and Bills.
 5. Application for Membership.
 6. Voting on Candidates for Admission.
 7. Initiation.
 8. Reports of Delegates and Committees.
 9. Unfinished Business.
 10. New Business.
 11. Nominations, Election and Installation of Officers.
 12. Are any members out of work, or help wanted.
 13. Good of the Union.
 14. Receipts and Expenses.
 15. Adjournment.
-

CHARTER SUPPLIES.

- 1 Charter.
- 1 Financial-Secretary's Book.
- 1 Minute Book.
- 1 Rubber Stamp Seal, Pad and Ink.
- 12 General Constitutions and By-laws.

STATIONERY SUPPLIES AT COST.

Financial Secretary's Book.

Minute Book.

Rubber Seal, Pad and Ink.

Constitutions.

Transfer or Withdrawal Cards.

Letter Heads.

Envelopes.

Receipt Books.

Application Forms.

